



**Comhairle Contae  
Dhún na nGall**  
Donegal County Council

## **Project Analyst**

# **Information for Candidates**

**June, 2024**

## **1. The Post**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Project Analyst, Road Management Office**. (Analogous to Grade VII).

The successful candidate shall report to the Senior Engineer, Road Management Office or other appropriate person as determined by the Council from time to time.

## **Background**

Donegal County Council is the lead authority for the Road Management Office (RMO). The RMO is a shared service between local authorities and provides services to them relating to their function as road authorities. These include technical support for road works licensing, pavement management and public lighting energy efficiency. The office works with all authorities, TII, NTA and utilities as well as government departments including the Department of Transport (DoT).

The office is responsible for the development and implementation of the MapRoad suite of software in local authorities and roadworks licence holders. These systems contain significant amounts of data which provide useful metrics and other performance information for authorities and other stakeholders when processed and combined. The office wishes to employ a Project Analyst to develop and implement reporting from these systems.

## **2. Role, Responsibilities & Duties**

The **Project Analyst** shall support the Senior Engineer, Road Management Office and other business units in their work with stakeholders.

The Project analyst will be integral to data management in the office reviewing the requirements of multiple stakeholders, developing and presenting excellent enduring information solutions. They will use best available data sets to allow stakeholders to report internally and externally, interrogate reports, track progress and compare performance with requirements, standards, KPI's etc.

They will provide support to each of the units within the RMO (Pavement, Licencing & Public Lighting) on all aspects of data reporting. This can include:

- Assisting RMO units with internal and external stakeholders information and reports to be developed from data available;
- Agreeing with RMO units and software developers/stakeholders what data should be extracted from the MapRoad systems used by the Project Analyst and the methods to be utilised;

- Developing and managing data sharing agreements with stakeholders.
- Managing software licences and user privileges for platforms including ESRI.
- Creating and designing reports from data extracted from the RMO systems;
- Presenting agreed reports to both technical and non-technical audiences as part of the work of the RMO
- Developing ad hoc reports for particular queries;
- Scope, develop and support ESRI software Apps / dashboards for stakeholders and users.
- Training staff in the use of interactive reports both within the RMO and client organisations.

### **3. Qualifications & Experience**

The Department of Housing, Local Government and Heritage has declared that the qualifications for Project Analyst will be set out below:

#### **(a) Character**

Candidates shall be of good character.

#### **(b) Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Advisor prior to appointment.

#### **(c) Education, Experience**

Each candidate must, on the latest date for receipt of completed application forms –

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and / or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**
  - (b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and / or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

- OR**
- (ii) have obtained a comparable standard in an equivalent examination,
- OR**
- (iii) hold a third level qualification of at least a degree standard,
- AND**
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

#### **(d) Desirable Requirements**

The following criteria are desirable but not essential:

- Have a degree or equivalent in any of the following disciplines:
  - Geographical Information Systems or similar
  - Mathematics or Statistics
- Be competent in the use of excel, GIS systems and business intelligence systems;
- Be familiar with databases eg Oracle and Microsoft. NET;
- Possess excellent team working, written and verbal communication skills, including an ability to communicate the results of technical analysis to non-technical staff or members of the public;
- Have experience in the use of one or more of the following
  - MapInfo, AutoCAD Map, ArcGIS, QGIS, FME;
- Have the ability to work on own initiative where required and work remotely;
- Have awareness of public policy analysis and knowledge of the local government structures and finance.

## **4. Particulars of the Post**

### **(a) General**

Donegal County Council is seeking to fill a permanent position of **Project Analyst, Road Management Office**.

### **(b) Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**(c) Remuneration**

The current annual pay-scale is minimum €57,104 to max LSI2 €74,236 as per Circular 01/2024 (analogous for pay purposes only to Administrative Officer).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point on scale.

**(d) Base**

The base for the post shall be the Public Services Centre, Milford with staff being able to avail of blended working in accordance with the Council's Blended Working Policy.

The role of Project Analyst **may** involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

**(e) Residence**

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**(f) Working Hours**

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time. The Project Analyst role may involve some work outside of normal business hours on occasion e.g. evenings and weekends.

**(g) Requirement to Drive**

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

**(h) Conflicts of Interest**

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

## **5. Recruitment Process**

### **A. Application Form**

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to [vacancies@donegalcoco.ie](mailto:vacancies@donegalcoco.ie)
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

### **B. Short Listing**

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

### **C. Right to Information and Review**

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

#### **D. Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

#### **E. Other**

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

#### **F. Canvassing Will Disqualify**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

#### **G. General Data Protection Regulation**

*Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.*

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which

contains much of the personal information you have supplied on your application form.

This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form

will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:  
[www.donegalcoco.ie](http://www.donegalcoco.ie)